

April 5, 1996

PROPOSED ESTABLISHMENT OF BDAC WORK GROUPS

Scope and Purpose of BDAC Work Groups

During the initial alternative development and review process of the CALFED Bay-Delta Program, the CALFED agencies, the stakeholders, members of the public, and BDAC members identified several major issues key to the conceptual development of many of the alternatives. Addressing these critical issues is essential in developing and effectively evaluating the alternatives that will be carried forward into the environmental impact statement/report process.

To address these issues in the detail necessary, it has been proposed that BDAC Work Groups be established. These BDAC Work Groups would provide a smaller, focused opportunity to gather information and thoroughly analyze these critical issues. BDAC would identify issues to be referred to a BDAC Work Group. Once the Work Group analyzed the issues, it would report back to the full BDAC for deliberation and decision-making. These BDAC Work Groups will be fact finding in nature; they will be convened solely to gather information. A BDAC Work Group may undertake the following activities: conduct research, analyze relevant issues and facts, draft proposed position papers for deliberation by BDAC, and any other activities necessary for fact-finding and analysis.

Agency and CALFED Program staff will assist by providing technical, policy and operating information to the BDAC Work Groups.

Membership and Participation

The Work Groups will consist of 4 to 6 BDAC members providing a balanced representation of the full BDAC. The BDAC Chair will appoint a BDAC member to chair each Work Group.

A specified CALFED Bay-Delta Program staff member will serve as coordinator for each Work Group. The staff coordinator will work with the Work Group chair to conduct meetings. In addition, the Work Group will invite participation from stakeholders and CALFED agency staff. These participants may change depending on the issues and subjects being discussed. Work Group members and invited participants will total approximately 15 persons in order to preserve the small working group environment.

All BDAC members will be welcome to attend any or all of the BDAC Work Groups whether they are appointed members or not. All meetings will be open to the public.

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Proposed Meetings and Operating Procedures

1. Meetings will be called by the BDAC Work Group chair and the CALFED Bay-Delta Program staff coordinator. Agendas will be approved by the CALFED Bay-Delta Executive Director and the BDAC Chairperson. All meetings must be organized through the CALFED Bay-Delta Program to ensure compliance with State Open Meeting Act and Federal Advisory Committee Act.
2. Meetings will be publicly noticed 10 days before the meeting and will be sent to a BDAC mailing list maintained by the CALFED Bay-Delta Program. Written notice will include time, date, location and agenda for the meeting.
3. The CALFED Bay-Delta Program staff coordinator will ensure that a written meeting summary is prepared for each meeting and distributed to the members of the BDAC Work Group, all other BDAC members, and others who specifically request it.
4. Conduct of all meetings will comply with State Open Meeting Act and the Federal Advisory Committee Act.
5. In compliance with the Federal Advisory Committee Act, all decisions or actions must be submitted for deliberation to the full BDAC.